



Centennial Room

Room Capacity 60

Seated at table 22

Name:
Contact phone:
Event date:
Set up time:
Time and duration of event:

To complete this form electronically, please save it to your computer before filling out. Please clearly note preferred setup configuration below.

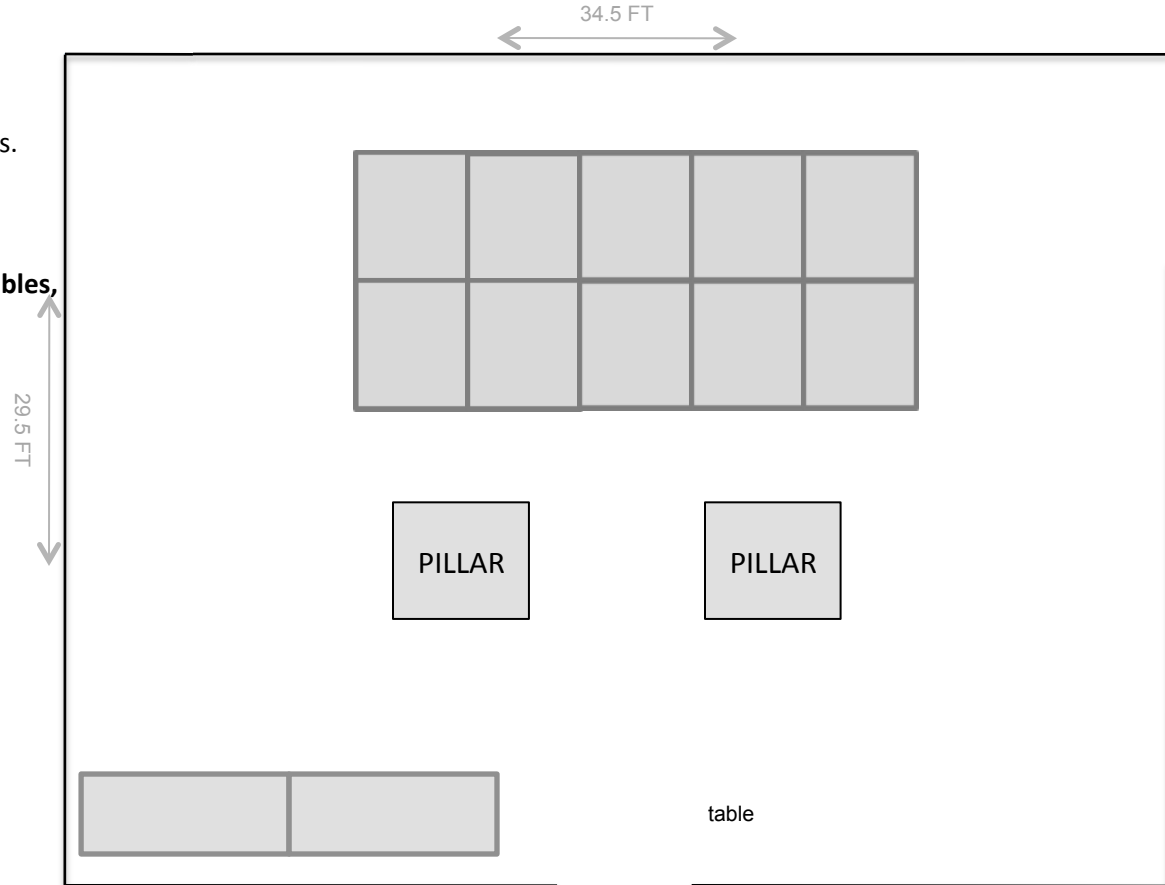
Provided in Room:

- 22 wooden chairs around table with 15 wooden chairs around room and 1 rack (33) folding chairs.
- 10 square tables
- 2 6-foot banquet tables

Please note if additional equipment is needed (chairs, tables, podium):

Diagrams must be submitted no later than 7 days prior to the event. Fees will be charged for late submittals or changes made less than 48 hours prior to the event.

Note: If room set up is altered from previously agreed arrangement there will be an additional fee assessed.



Please submit completed diagram attn: Capitol Scheduling to (fax) 801.538-3221 or (email) capitolscheduling@utah.gov